

~~CONFIDENTIAL~~
EYES ONLY

AGENDA

CAREER SERVICE PANEL
OFFICE OF RESEARCH AND DEVELOPMENT
30 October 1974

SPECIAL SESSION

1600 hours
607 Conference Room

1. Personnel Development Program

E2 IMPDET
CL BY 464869

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CAREER SERVICE PANEL
OFFICE OF RESEARCH AND DEVELOPMENT
7 October 1974

Attendees

25X1A9a

[REDACTED]

Chairman

25X1A9a

C/CDAM/ORD

OT/ORD

C/DPR/ORD

25X1A9a

AC/PAS/ORD

, TCR/ORD

C/OT/ORD

25X1A9a

, Executive Secretary

Recording Secretary

Absentees

25X1A9a

[REDACTED]

C/TCR/ORD

C/LSR/ORD

1. The Chairman called the meeting to order at 1340 hours.

2. The following additions were added to the Agenda for 7 October 1974, under New Business:

- a. CSP Progress Goals for FY 75
- b. GS-14 vacancy in PAS/ORD
- c. Promotion of GS-14's to GS-15's
- d. Training requests

25X1A9a 3. The minutes of 9 September 1974 were approved with one change concerning the recommendation for promotion of [REDACTED]. It was decided by the Panel to consider this recommendation out of sequence based upon previous CSP deliberations where it had been decided to submit the promotion recommendation at the earliest date.

4. The Chairman stated that "Rotation" would be an item on the agenda for the next CSP meeting.

5. The Chief, Support Branch/PMS/ORD submitted his monthly report. The Panel concurred that in future reports the additional category "APPLICANTS DROPPED" would be added.

NOTED: [REDACTED]

DATE: 10/22/74

25X1A9a

E2 IMPDET
CL BY 464869

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6. [REDACTED] told the Panel he has been instructed by the D/ORD that a) the PDP report will be scrutinized and carefully reviewed --much more this year than in the past, 25X1A9a and b) Mr. Colby is serious about this PDP. [REDACTED] instructed the Division Chiefs that they will have to supply input to help management make the decisions; there will have to be followthrough on the plans devised for ORD personnel; and it will be the responsibility of the Panel to carry out the development plans as decided. A copy of the PDP sheets will be supplied to all ORD Division Chiefs. A special meeting of the CSP will be arranged on the PDP report, at which time suggestions from the Division Chiefs will be considered.

25X1A9a 7. [REDACTED] reported to the Panel that a Special Panel meeting was not held. He also told the Panel that he has not received a formal reply from DD/S&T to his memorandum ORD-4086-74, dated 23 September 1974, on Comparative Ratings. 25X1A9a [REDACTED] felt that the ORD/CSP should go ahead and work on ORD comparative rating definitions and not wait for a clearly defined comparative rating definition on "A," "B," and "C" categories from DD/S&T.

25X1A9a

NOTED: [REDACTED]

DATE: 11/22/74

8. The CSP reviewed the DD/S&T Comparative Rating definitions and prepared a second set of definitions as refined for ORD/CSP. (SEE ATTACHMENT II) [REDACTED] stated these refined definitions would be used to continue the evaluation of the GS-14's. [REDACTED] will continue to improve these definitions and submit the improved version at the next CSP meeting. 25X1A9a 25X1A9a

NOTED: [REDACTED] DATE: [REDACTED]

See attachment D/ORD

9. The Panel agreed on ORD/CSP Charter revisions made as follows:

- a. 2. ORGANIZATION a. (2) (c)
2. ORGANIZATION a. (3)
2. ORGANIZATION c.

25X1A9a

NOTED: [REDACTED]

DATE: 10/22/74

(SEE ATTACHMENT III for REVISED CSP CHARTER)

10. A brief discussion on the EEO SUBPANEL Report was held, and copies of the report were distributed to the members for review. The Chairman deferred more intensive discussion until the next CSP meeting.

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11. The training request for [REDACTED] DPR/ORD to attend "The Photographic Process of a Scientific Instrument," at the Rochester Institute of Technology, 11 November - 15 November 1974, for a cost of \$526, was approved by the Panel.

APPROVED: [REDACTED]

DATE: 10/22/74

12. It was suggested that the Panel might want to identify goals they wish to accomplish and set dates for their key goals. Discussion followed with the following points brought out for consideration: 1) the requirements placed on a Career Service Panel by Agency regulations, 2) a need for greater focus on career development for ORD employees, 3) more planning for and discussion on training for ORD employees. [REDACTED] stated he would take these suggestions under consideration.

NOTED: [REDACTED]

DATE: 10/22/74

13. [REDACTED] stated he would schedule a special CSP meeting to address the ranking and comparative evaluation of GS-14's, and perhaps generate a promotability list on these employees.

14. [REDACTED] told the Panel that there is a vacancy in Programs Analysis Staff/ORD, and the procedure he will follow in filling this position is to a) talk with ORD Division Chiefs and ask for their suggestions, b) issue a Vacancy Notice to ORD employees, c) if not filled by ORD, issue a Vacancy Notice to DD/S&T components, and d) if not filled, issue the Vacancy Notice Agency-wide. [REDACTED] stated he did not want to fill the position from outside the Agency.

15. [REDACTED] made a statement of intent to promote [REDACTED] from GS-14 to GS-15.

[REDACTED] made a statement of intent to promote out of sequence [REDACTED] from GS-13 to GS-14.

16. Office of Training procedures on scheduling employees taking OTR courses was explained to the members of the Panel.

17. Meeting adjourned at 1710 hours.

22 October 1974
Date

[REDACTED]
Executive Secretary
Career Service Panel/ORD

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Attachments:

1. Report from C/SB/PMS/ORD
2. DD/S&T & revised ORD Comparative Ratings
3. CSP Charter (Revised)

25X1A9a

[REDACTED]

22 Oct '74
Date

Chairman, Career Service Panel/ORD

ACTIONS TO BE TAKEN

1. Special Meeting - Personnel Development Program
Meeting Scheduled: 23 October 1974
Deadline: 1 November 1974
2. Special Meeting - Competitive Evaluation - GS-14's
3. PDP paperwork distributed to all ORD Division Chiefs
4. Improved Comparative Rating Definitions
5. Promotion paperwork on [REDACTED]
and [REDACTED]

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